

# Resumes

## What is a resume?

- A concise, accurate and neat description of your professional experience.
- The first impression you give employers.
- Your ticket to being interviewed.
- A constantly-changing document.

Employers may only spend 6-10 seconds looking at a resume. You want yours to look to stand out and look professional and clean!

## How many pages should a resume be?

- As a general rule of thumb, resumes should not exceed one page. Be concise!
- As a teenager you will not have work experience that requires a resume longer than one page in length.

## What if I've never had a job before?

- It is not necessary to have previous job experience to create a resume.
- Include any activities you participate in at school or in your community, including leadership roles.
- Include any volunteer work you've completed.
- Babysitting, mowing the lawn and helping your neighborhood all count as experience!

## What are employers looking for?

- Your resume must be neat, formatted correctly and free of any spelling or grammatical errors. This demonstrates your attention to detail.
- Include any leadership roles you have held in school or community activities. This demonstrates your ability to take on responsibility.

## Overall

- You should be ready to provide two-four professional references, upon request, to your interviewer.

*For additional help revising your resume, visit the AchieveMpls Career & College Center at your Minneapolis public high school or check out the Zone at the Northside or Southside Workforce Centers. The Zone is specifically geared toward helping young people with job readiness and resume help.*

# Resume Checklist

## Experience

- Include significant volunteer commitments as well as jobs.
- Keep it simple. If you were a babysitter, say so. Don't make up a fancy title.
- Use the "Job Duties" section of each work experience to highlight skills that you demonstrated in each of your job duties (e.g. provided excellent customer service while... or displayed a high level of dependability when...)
- Use action verbs to describe your duties (see list of power words).

## Skills

- Have you led a team, organized an event or built something? What skills did you need to accomplish it?
- Be sure to include any specialized skills like using computers, speaking a language or operating equipment.

## Activities & Interests

- Where have you had a chance to shine?
- Have you won competitions or recognitions?
- What do you do that challenges you to learn or to grow as a person?
- Keep all information relevant to jobs you are applying for.

## Education

- Identify your high school.
- Only include GPA if it is 3.0 or higher.
- List special academic accomplishments.

When creating your resume use bullet points to note your accomplishments and skills rather than complete sentences. See page 32 for great action verbs to use on your resume.



# Sample Resume (good)

**Anthony Hendrickson**  
111 Third Avenue South  
Minneapolis, MN 55401  
612-555-5424  
tonyhendrickson@gmail.com

## EXPERIENCE

### **Dairy Queen, Minneapolis, MN**

Server, September 2012 - Present

- Provide excellent customer service to ensure customer satisfaction
- Maintain a clean and safe working environment
- Work closely with other team members to maintain efficiency

### **The Johnson Family, Minneapolis, MN**

Babysitter, June 2011 - August 2012

- Cared for children while maintaining a safe and fun environment
- Assisted children with their homework
- Prepared healthy meals for two children, ages 5 and 7

## ACTIVITIES

### **Minneapolis Teens Serving Others**

Volunteer, January 2012 - Present

- Volunteer 4 hours per week serving food to homeless families

### **Central High School Robotics Club**

Team Member, March 2011– January 2013

- Design and build robots

### **Central High School Student Council**

Treasurer, September 2011– June 2013

- Represent class of 2015 in planning and organizing student events

## SKILLS

- Proficient in MS Word and internet research programs
- Excellent oral and written communication skills
- Fluent in written and spoken Spanish

## EDUCATION

### **Central High School, Minneapolis MN**

- Expected Graduation: June 2015
- Taking courses in Engineering Program
- Taking honors courses in Physics

# *Sample Resume (bad)*

ANNA JOHNSON

5423 23rd Street NE

Mpls, MN 55402

Phone: 612.555.6789

Email: hotty\_girl@yahoo.com

## **OBJECTIVE**

To work in a radio station where I'm earning some cash and hopefully learn a thing or two

## **EDUCATION**

Central High School, Minneapolis, MN September 2009 -Now

Took courses in Business \_\_\_\_\_ Program

Expected Graduation: June 2013

## **EXPERIENCE**

Subway, Minneapolis, MN July 2010-August 2010

⇒ I would make sandwiches, and also clean the restaurant

⇒ Server

⇒ Cleaning Assistant

⇒ I'm really good at working with other people

DSW Mpls, MN 55411 May 2011-May 2011

- ◆ Shoe Salesperson
- ◆ I helped people try on different shoes
- ◆ Work with my co-workers on a team
- ◆ Cleaning the sales floor

## **SKILLS**

1. People like me
2. I speak three languages
3. I am almost never late when I remember to be somewhere

## **INTERESTS & ACTIVITIES**

- I play video games when I get home from school
- I participate in service projects
- I like to read, paint, write poetry and socialize with my friends

# Resume Power Words

Action words are the key to making your accomplishments sound impressive on your resume. Using words like these to describe what you've done at work or in other activities makes you sound more professional and capable and help you stand out for a job.

<p><b>Positive words for any resume:</b></p> <ul style="list-style-type: none"> <li>• Able • Adaptable • Ambitious</li> <li>• Analytical • Articulate • Bright</li> <li>• Creative • Capable • Competent</li> <li>• Confident • Consistent • Dedicated</li> <li>• Dependable • Dynamic • Efficient</li> <li>• Experienced • Flexible • Friendly</li> <li>• Hardworking • Honest • Imaginative</li> <li>• Independent • Motivated • Professional</li> <li>• People-oriented • Reliable • Responsible</li> <li>• Successful</li> </ul>	<p><b>If you've been in charge of something:</b></p> <ul style="list-style-type: none"> <li>• Administered • Approved • Assessed</li> <li>• Assigned • Coached • Conducted</li> <li>• Controlled • Coordinated • Directed</li> <li>• Enabled • Enlisted • Ensured</li> <li>• Evaluated • Facilitated • Guided</li> <li>• Instructed • Managed • Monitored</li> <li>• Motivated • Orchestrated • Planned</li> <li>• Prepared • Prioritized • Recruited</li> <li>• Researched • Resolved • Reviewed</li> <li>• Scheduled • Screened • Selected</li> <li>• Solved • Structured • Supervised</li> <li>• Taught • Trained</li> </ul>
<p><b>If you've done something:</b></p> <ul style="list-style-type: none"> <li>• Achieved • Acted • Advised</li> <li>• Allocated • Analyzed • Attained</li> <li>• Balanced • Calculated • Clarified</li> <li>• Classified • Compiled • Completed</li> <li>• Composed • Consolidated • Collaborated</li> <li>• Contributed • Decreased • Demonstrated</li> <li>• Diagnosed • Documented • Drafted</li> <li>• Edited • Engineered • Enhanced</li> <li>• Expanded • Expedited • Finalized</li> <li>• Forecasted • Identified • Improved</li> <li>• Increased • Integrated • Interpreted</li> <li>• Investigated • Maintained • Maximized</li> <li>• Negotiated • Obtained • Performed</li> <li>• Presented • Produced • Promoted</li> <li>• Provided • Quantified • Reconciled</li> <li>• Reduced • Reorganized • Participated</li> <li>• Revised • Represented • Simplified</li> <li>• Specified • Stimulated • Streamlined</li> <li>• Strengthened</li> </ul>	<p><b>If you've started something:</b></p> <ul style="list-style-type: none"> <li>• Created • Designed • Developed</li> <li>• Devised • Established • Founded</li> <li>• Generated • Implemented • Initiated</li> <li>• Organized</li> </ul>

# Activity: Resume Worksheet

(Full Name) \_\_\_\_\_

(Address) \_\_\_\_\_

House Number & Street, Apt #

\_\_\_\_\_  
City, State Zip Code

(Phone Number) (\_\_\_\_) \_\_\_\_\_

(Email) \_\_\_\_\_

## Experience (Previous employment, job activities and skills)

(Employer) \_\_\_\_\_, (City, State) \_\_\_\_\_

(Job) \_\_\_\_\_, (Dates Employed) \_\_\_\_\_

- (Job Duty or Skill) \_\_\_\_\_
- (Job Duty or Skill) \_\_\_\_\_
- (Job Duty or Skill) \_\_\_\_\_

(Employer) \_\_\_\_\_, (City, State) \_\_\_\_\_

(Job) \_\_\_\_\_, (Dates Employed) \_\_\_\_\_

- (Job Duty or Skill) \_\_\_\_\_
- (Job Duty or Skill) \_\_\_\_\_
- (Job Duty or Skill) \_\_\_\_\_

### Tips

- Include significant volunteer commitments as well as jobs.
- Keep it simple. Be honest.
- Use “Job Duties” from previous jobs to identify skills that you demonstrated (e.g. provided excellent customer service while... or displayed a high level of dependability when...)
- Use action verbs to describe duties (see power words list).

## Skills and Qualities (List Hard and Soft Skills)

- (Skill) \_\_\_\_\_
- (Skill) \_\_\_\_\_
- (Skill) \_\_\_\_\_

### Tips

- Begin with verb or adjective (see power words).
- Consider skills connected to interests & activities.
- Soft Skills: communication, problem-solving, personal qualities & work ethic, and interpersonal and teamwork skills. Hard Skills: Knowledge of: computers/software, video equipment, foreign language, specific tools. Excel in math, science; artistic (music, dance, etc.); certifications

## Activities & Interests (clubs, extracurricular, volunteer)

- (Activity) \_\_\_\_\_
- (Activity) \_\_\_\_\_

### Tips

- Where have you had a chance to shine?
- Have you won competitions or recognitions?
- What do you do that challenges you to learn or to grow as a person?
- Only list info relevant to jobs you are applying for.

## Education

(Full School Name) \_\_\_\_\_, (City, State) \_\_\_\_\_

- (Activity/Accomplishment) \_\_\_\_\_
- (Activity/Accomplishment) \_\_\_\_\_

### Tips

- Identify your high school.
- Only include GPA if it is 3.0 or higher.
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